

Jury Evidence Recording System (JERS)

Exhibit Naming Conventions

<u>Plaintiff(s)/Government:</u> (Exhibit name(s) begin with numerical characters)

General Format: <exhibit number> - <exhibit part>_<exhibit description>.<file extension>
Examples:

Documents: "1_2009 Financial Statement.pdf" "2_2010 Financial Statement.pdf"
 Pictures: "3_Picture of Suspect.jpg" "3-a_Picture Suspect Close Up.gif"
 Audio: "4_Phone Conversation 1.mp3" "4-a_Phone Conversation 2.wav"
 Video: "4-b Suspect in Store.wmv" "4-c Suspect carrying TV.mpg"

Defendant(s): (Exhibit name(s) begin with alpha characters)

General Format: <exhibit number> - <exhibit part>_<exhibit description>.<file extension>
Examples:

•	Documents:	"A_2009 Financial Statement.pdf"	"B_2010 Financial Statement.pdf"
•	Pictures:	"C_Picture of Suspect.jpg"	"C-1_Picture Suspect Close Up.gif"
•	Audio:	"D_Phone Conversation 1.mp3"	"D-1_Phone Conversation 2.wav"
	Video:	"D-2 Suspect in Store.wmv"	"D-3 Suspect carrying TV.mpg"

PLEASE NOTE:

- All exhibits shall be described using neutral and non-adversarial terms.
 The exhibit description field is limited to 200 characters.
- For any exhibit that is marked for identification, <u>do not</u> include "(ID)" in the exhibit number <u>or</u> description of the JERS copy.
- While exhibit stickers are used <u>for paper/physical exhibits</u>, the electronic exhibits provided for use in JERS should <u>not</u> display the exhibit numbering stickers. The exhibit description given to the electronic version replaces the use of exhibit stickers.